

## Schedule of Activities for the Teacher Educator

**NOTE:** All Sources of Evidence are in **bold**.

### **Prior to Orientation Meeting, you will:**

- Go to [www.epsb.ky.gov](http://www.epsb.ky.gov), click on *Log in to EPSB*, type in your username/password or create account.
- Access the *KTIP Forms and Resource Information* from the EPSB website, [http://www.epsb.ky.gov/internships/KTIP\\_2015-2016\\_Forms.asp](http://www.epsb.ky.gov/internships/KTIP_2015-2016_Forms.asp)
- Check with Principal for Orientation Meeting date.

### **During Orientation Meeting, you will:**

- Review all materials, processes, and procedures, and discuss expectations.
- Discuss results of **Self-Assessment of Performance** as they will relate to the **Professional Growth Plan (PGP)**.
- Discuss **Student Voice Survey** process and when it will be administered. It is suggested that the survey be completed during Cycle 1 and Cycle 3. The Student Voice Survey is also available on the EPSB website.
- Discuss possible ideas for **Professional Involvement Log**.
- Review and make suggestions regarding **Context** and **Student Growth**.
- Set tentative timelines for completing all Sources of Evidence.
- Sign off on the Orientation Meeting in the Intern Management System (IMS).
- Work with committee members to set the observation and committee meeting dates.

### **Prior to Cycle 1 Committee Meeting, you will:**

- Review **Context** and **Lesson Plan**.
- Observe intern for one hour or one class period using the Intern Performance Record (IPR) located on EPSB website.
- Conduct a post-observation conference.
- Provide resources, assistance, support, and/or guidance to the intern as needed.
- Recommend use of materials and/or strategies, professional development opportunities, and/or master teachers to observe.
- Review all Sources of Evidence and enter component scores in IMS.

### **During Cycle 1 Committee Meeting, you will:** *(1-60 instructional days from Orientation)*

- Before meeting with intern, review all component scores and discuss the intern's priority growth areas with committee members.
- Agree upon the professional growth activities for Cycle 2 and identify assistance and other documentation needed for these activities.
- Discuss **Student Growth** - student growth goal, the strategies being used and the plan for monitoring student progress. Identify any professional learning needs that should be addressed in the **PGP**.
- Discuss **Student Voice** results and its implications for the **PGP**.
- Discuss work on **Professional Involvement Log**.
- Clarify expectations for Cycle 2.
- Review dates for observations and committee meetings for Cycle 2.
- If all members have entered scores; sign off on the Cycle 1 Committee Meeting in IMS.

### **Prior to Cycle 2 Committee Meeting, you will:**

- Review the **Lesson Plan**.
- Observe intern for one hour or one class period using either the IPR located on EPSB website.
- Conduct a post-observation conference.
- Review progress made implementing professional growth activities and assist with **PGP**.
- Review progress on **Professional Involvement Log**.

- Review **Student Growth**.
- Review all Sources of Evidence and enter component scores in IMS.

**During Cycle 2 Meeting, you will:** *(61-110 instructional days from Orientation)*

- Before meeting with intern, review all component scores and discuss the intern's priority growth areas with committee members.
- Review **PGP**.
- Review **Professional Involvement Log**.
- Discuss **Student Growth**.
- Review **Records and Communication** and **Context**. Discuss if additional documentation is needed.
- Review dates for observations and committee meetings for Cycle 3.
- If all members have entered scores; sign off on the Cycle 2 Committee Meeting in IMS.

**Prior to Cycle 3 Meeting, you will:**

- Review the **Lesson Plan**.
- Observe intern for one hour, one class period, or view videotaped lesson using the IPR located on EPSB website.
- Review all Sources of Evidence and enter component scores in IMS.

**During Cycle 3 Committee Meeting, you will:** *(111-140 instructional days from Orientation)*

- Discuss all required and completed Sources of Evidence.
- Discuss all component scores with committee members, using professional judgment to reach consensus. If consensus cannot be reached, majority rules. **Intern must receive at least Developing on all components in order to be successful.**
- If all members have entered scores; sign off on the Cycle 3 Committee Meeting in IMS.